

Sample Forms

These sample forms are provided only as examples, they are not mandatory forms and may need to be adjusted based on the specific circumstances of the subdivision.

1. Resolution Requesting Preliminary levy allocation from County
2. Resolution Requesting Preliminary levy allocation from City/Village
3. Budget Hearing Minutes
4. Notice of Townhall Meeting
5. Resolution Setting Property Tax Request

SAMPLE #1

**RESOLUTION REQUESTING A PRELIMINARY
LEVY ALLOCATION FROM COUNTY BOARD**

RESOLUTION NO. _____

WHEREAS, Nebraska Statute 77-3443 (3) requires all political subdivisions subject to county levy authority to submit a preliminary request for levy allocation to the county board; and

WHEREAS, the _____ County Board is the levy authority for the _____ (political subdivision);

NOW, THEREFORE BE IT RESOLVED that the following is said Board's tax request for budget year 2015-2016:

| <u>FUND</u> | <u>TAX REQUEST</u> |
|--------------|--------------------|
| General Fund | _____ |
| Sinking Fund | _____ |
| Bond Fund | _____ |
| _____ | _____ |
| TOTAL | ===== |

BE IT FURTHER RESOLVED that said Board has Interlocal Agreements for _____ dollars and hereby request that said dollar amount be included in the county's five-cent levy allocation allowed by law for Interlocal Agreements.

BE IT FURTHER RESOLVED that said Board has Lease-Purchase Agreements approved prior to July 1, 1998, for _____ dollars and is not included in the above tax request as allowed by law.

BE IT FURTHER RESOLVED that said Board has Bonds for _____ dollars and is not included in the above tax request as allowed by law.

BE IT FURTHER RESOLVED that said Public Airport has repayment of Interest-Free Loans from the Department of Aeronautics for _____ dollars and is not included in the above tax request as allowed by law.

BE IT FURTHER RESOLVED that said Fire Protection District has a special tax of _____ dollars for Public Safety Communication Projects as allowed by State Statute Section 86-416 and is not included in the above tax request as allowed by law.

BE IT FURTHER RESOLVED that said Fire Protection District or Hospital District has a special tax of _____ dollars for Public Facilities Construction Projects as allowed by State Statutes Sections 72-2301 through 72-2308 and is not included in the above tax request as allowed by law.

Motion by _____ to adopt Resolution NO. _____. Seconded by _____.

Voting yes were: _____

Voting no were: _____

Motion carried.

Dated this _____ day of _____, 2015.

Board Chairperson

SAMPLE #2

**RESOLUTION REQUESTING A PRELIMINARY
LEVY ALLOCATION FROM CITY/VILLAGE**

RESOLUTION NO. _____

WHEREAS, Nebraska Statute 77-3443 (3) requires all political subdivisions subject to city/village levy authority to submit a preliminary request for levy allocation to the city council/village board; and

WHEREAS, the _____ City Council/Village Board is the levy authority for the _____ (political subdivision);

NOW, THEREFORE BE IT RESOLVED that the following is said Board's tax request for budget year 2015-2016:

| <u>FUND</u> | <u>TAX REQUEST</u> |
|--------------|--------------------|
| General Fund | _____ |
| Sinking Fund | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| TOTAL | ===== |

BE IT FURTHER RESOLVED that said Board has Lease-Purchase Agreements approved prior to July 1, 1998, for _____ dollars and is not included in the above tax request as allowed by law.

BE IT FURTHER RESOLVED that said Board has Bonds for _____ dollars and is not included in the above tax request as allowed by law.

BE IT FURTHER RESOLVED that said Public Airport has repayment of Interest-Free Loans from the Department of Aeronautics for _____ dollars and is not included in the above tax request as allowed by law.

Motion by _____ to adopt Resolution NO. _____. Seconded by _____.

Voting yes were: _____

Voting no were: _____

Motion carried.

Date this _____ day of _____, 2015.

Board Chairperson

SAMPLE #3

BUDGET HEARING MINUTES

The Budget Hearing of _____ was held the _____ day of _____, 2015, at _____.

Board Members:

Present

Absent

1% Increase in Restricted Funds Authority

A motion was made by _____ and seconded by _____ to increase the total restricted funds authority by an additional 1%.

_____ Ayes _____ Nays

Motion: Passed _____
Failed _____

Request for Audit Waiver

A motion was made by _____ and seconded by _____ to request an audit waiver for the fiscal year ended _____, 2015.

_____ Ayes _____ Nays

Motion: Passed _____
Failed _____

Budget Approval

A motion was made by _____ and seconded by _____ to approve _____ budget as proposed.

_____ Ayes _____ Nays

Motion: Passed _____
Failed _____

SAMPLE #4

NOTICE OF TOWNHALL MEETING

**NOTICE OF SPECIAL MEETING TO EXCEED LEVY ALLOCATION (LIMIT)
(AND LID ON RESTRICTED FUNDS)**

(Political Subdivision) _____ in _____ County, NE

Public notice is hereby given, in compliance with the provisions of State Statute Section(s) 77-3444 (and 13-519), that the governing body will meet on the _____ day of _____, 2015, at _____ o'clock, ____m., at _____ for the purpose of conducting a vote of the taxpayers to approve a levy in excess of the final levy allocation (limit) (and to exceed the allowable growth percentage applicable to the lid on restricted funds). The vote will be to allow a levy of property tax not to exceed _____ cents per one hundred dollars of taxable valuation (and to increase the restricted funds base by \$_____ a _____% increase over the allowable growth percentage).

SAMPLE #5

RESOLUTION SETTING THE PROPERTY TAX REQUEST

RESOLUTION NO. _____

WHEREAS, Nebraska Revised Statute 77-1601.02 provides that the property tax request for the prior year shall be the property tax request for the current year for purposes of the levy set by the County Board of Equalization unless the Governing Body of the _____ passes by a majority vote a resolution or ordinance setting the tax request at a different amount; and

WHEREAS, a special public hearing was held as required by law to hear and consider comments concerning the property tax request; and

WHEREAS, it is in the best interests of the _____ that the property tax request for the current year be a different amount than the property tax request for the prior year.

NOW, THEREFORE, the Governing Body of the _____, by a majority vote, resolves that:

1. The 2015-2016 property tax request be set at \$_____.
2. A copy of this resolution be certified and forwarded to the County Clerk on or before October 13, 2015.

***Does not apply to miscellaneous subdivisions that request levy authority from a county or municipality.**

NOTE: The Property Tax Request per the Budget Document is reported in total. If you need separate levies for separate funds your resolution should identify the tax request by fund.